

**We are the State's law
office serving
Tennessee with
principled,
independent, and
excellent counsel.**

[TN State Government Careers](#)



Paralegal, Environmental and Financial Divisions

Office of the TN Attorney General and Reporter

Key Responsibilities:

- Compile legislative histories for opinions and constitutional defense litigation
- Obtain legal resources that are not on Westlaw or Lexis subscriptions, e.g., older law review articles
- Obtain historical books and other non-legal publications that are not readily available on the internet, e.g. copies of books from the State Library and

Archives

- Perform searches on the internet, e.g. gathering statistical data for opinions, searching for facts pertaining to cities and counties involved in opinion requests, looking for data from State Agencies, looking for news articles that might give some context to opinion requests or insight into why it was submitted
- Assemble notebooks of research for future projects
- Help with Word documents, formatting problems and other minor tech issues
- Cite check opinion drafts and briefs before submission
- Bind briefs before filing with Appeals Courts
- Obtain copies of AG unpublished opinions and older formal opinions
- Perform litigation searches for bond closings
 - File and organize documents and pleadings in litigation files, transaction files, and electronic documents
- Assist with document productions
- Issue and oversee litigation subpoenas and coordination of witness interviews
- Issue and oversee initial service of process in litigation
- Create and maintain a Division database for TCRS deal files
- Monitor cases of note in other jurisdictions that will potentially have a significant effect on State or our clients, e.g. ACA litigation, gender identity litigation, immigration litigation
- Prepare administrative record in UAPA appeals to Chancery Court
- Maintain large receivership files that must be kept open for extended periods of time
- Prepare large or complex service lists for ongoing significant litigation
- Help with opening new LawBase files
- Assist with closing files – especially very large ones
- Hand deliver important or time sensitive documents to clients in immediate downtown area (within an easy walk)
- Serve as backup for administrative duties for others on occasion

Required Experience:

Three years' experience as a paralegal in a public or private law office

Minimum Qualifications:

Four-year degree or paralegal certification

To apply:

Please submit your resume to pete.sullivan@ag.tn.gov by October 1, 2018.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.